

INFORMATION TO ACCOMPANY AN APPLICATION

(DWELLING)

1. **APPLICATION FORM** *Completed, signed and dated.*
2. **APPOINTMENT OF BUILDING SURVEYOR** *Completed, signed and dated.*
3. **CERTIFICATE OF TITLE** *(Current copy, no more than 30 days old) Evidence of ownership, including plan of sub-division, Covenants and 173 Agreements. Please indicate on your application form if you would like EGBP to source these documents*
4. **LEGAL POINT OF DISCHARGE (REGULATION 133 (2))** *from relevant authority*
5. **PROPERTY INFORMATION REQUEST (REGULATION 51 (2))** *from relevant authority*
6. **BUILDERS WARRANTY INSURANCE OR OWNER BUILDER CONSENT** *If cost of building works is \$16,000, or more.*
7. **COPY OF BUILDING CONTRACT.** *Copy of contract to be provided with application, if cost of works is \$10,000 or more.*
8. **EVIDENCE OF CURRENT REGISTRATION** *for registered practitioners*
9. **OWNER BUILDER DECLARATION**
10. **ARCHITECTURAL DRAWINGS**
 - *Plan at each floor level with dimensions (scale 1:100 min)*
 - *All elevations (scale 1:100 min)*
 - *Sections (scale 1:100 min)*
 - *The size & locations of structural members*
 - *Any additional details to show compliance (scale 1:20)*
 - *Site / allotment plan showing dimensions (of allotment), existing conditions, relevant easements, distance to intersecting street, location of proposed building and any existing buildings on site. Legal point of discharge to be shown/noted on site/allotment plan and stormwater exiting to legal point of discharge. Details of adjoining developments showing; boundary, habitable windows & distances from boundary, fence details (including height & type), offset from front boundary.*
 - *Levels of proposed allotment, proposed floor level(s)*
 - *Levels of the allotment and floors, layout of drains and discharge point (scale 1:500)*
 - *The location, dimensions and area of private open space for the purposes of regulation 86.*
 - *The location, dimensions and area of impermeable surfaces covering the allotment if necessary for the purposes of regulation 77.*
 - *The location, dimensions of car parking spaces for the purposes of regulation 78.*
11. **SPECIFICATIONS**
12. **SOIL REPORT**
13. **SOIL PERCOLATION TEST & PERMIT TO INSTALL/ALTER A SEPTIC TANK OR REPORT AND CONSENT REGULATION 132.** *If applicable*
14. **ENGINEERING PLANS, COMPUTATIONS AND CERTIFICATE OF COMPLIANCE (FORM 126)**
15. **ROOF TRUSS PLAN**

- 16. SEVEN (7) STAR ENERGY RATING & STAMPED PLANS** *From an accredited energy rater*
- 17. PLANNING PERMIT & STAMPED PLANS** *If applicable*
- 18. BUSHFIRE ATTACK LEVEL REPORT** *If applicable*
- 19. BUSHFIRE MANAGEMENT STATEMENT** *If applicable*
- 20. WATERBOARD AUTHORITY CONSENT AND ASSET PLAN** *If applicable*
- 21. \$10,000 BOND** *Cheque addressed to the Victorian Building Authority, (Only for Relocatable Dwelling or Demolition/Removal of Dwelling)*
- 22. BUILDING PERMIT FEES TO BE PAID.**

Depending on the development proposed, additional information may be required to fully assess the application

Please contact our office if you are having difficulty with your application

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